

ROUTING AND RECORD SHEET

*Bldg + R 3-1
(General)*

SUBJECT: (Optional)				
FROM: Deputy Director (Support)		EXTENSION	NO. DATE 26 April 1963	
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief, Logistics Services Division 2E24 HQ				<p>George:</p> <p>When I briefed the Executive Committee on the attached this morning, it was noted that on many occasions when elevators, and particularly the private elevator, are out of order no signs are posted to this effect.</p> <p>Please ensure that this is corrected without delay.</p> <p style="text-align: right;">Signed LKW</p> <p>Att: Note dtd 18 Apr 63 to Colonel White fr Mr. Lloyd re Director's private elevator (DD/S 63-1742)</p> <p>DD/S:LKW:sbo Distribution: 0 - Adse w/0 of 63-1742 ✓ 1 - DD/S subject w/T of 63-1742 1 - DD/S chrono</p>
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DD/S 63-1742
18 April 1963

MEMORANDUM FOR: Colonel White

SUBJECT : Director's Private Elevator

1. Arrangements have been made with the Otis Elevator Company to install an override control on the private elevator on the evenings of 29 and 30 April. Work will begin each day at 1800 hours and continue until approximately 0200 hours the next morning. The elevator will be in operation as usual on the 30th until 1800 hours.

2. The Director will be away during this time, but you might want to alert General Carter and Kirk. We tried to postpone the start of this work until 2000 hours, but these men are really working overtime and since they have just completed a full day's work and have to go to work again on the day shift, they don't want to sit around for two hours.

3. Incidentally, should you be asked, the estimated cost of this work is approximately \$600, including about \$170 in overtime.

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H.G.L.